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31 DEC 1968

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DCI Representative  
Records Management Board

Subject: Report due 3 January 1969 on Purge of Records

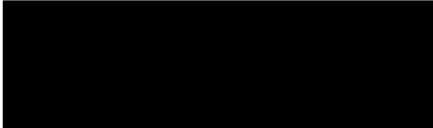
Office of Planning, Programming, and Budgeting has the following progress to report in its effort to purge inactive records and improve the management effectiveness of active records:

1. 49 cubic feet of inactive records at the Records Center have been transferred from Office of Finance responsibility to O/PPB responsibility.

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2.  and I spent 11 December at the Records Center and completed the review of 8 of the 49 cubic feet.

In the review of these records it is significant that material of historical interest, for which there have been numerous inquiries, was discovered. It includes early organization charts, statements of function and some textual material touching on the establishment of the Agency's authorities. A revised detailed listing of the material which we have reviewed has been prepared and approved and will in the future provide for the identification and accessibility of the documents.

  
Records Officer

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